SOP.003 Signing documents

All references in this document are against the latest possible version number. All public documents are published at our website. Questions? Contact us.
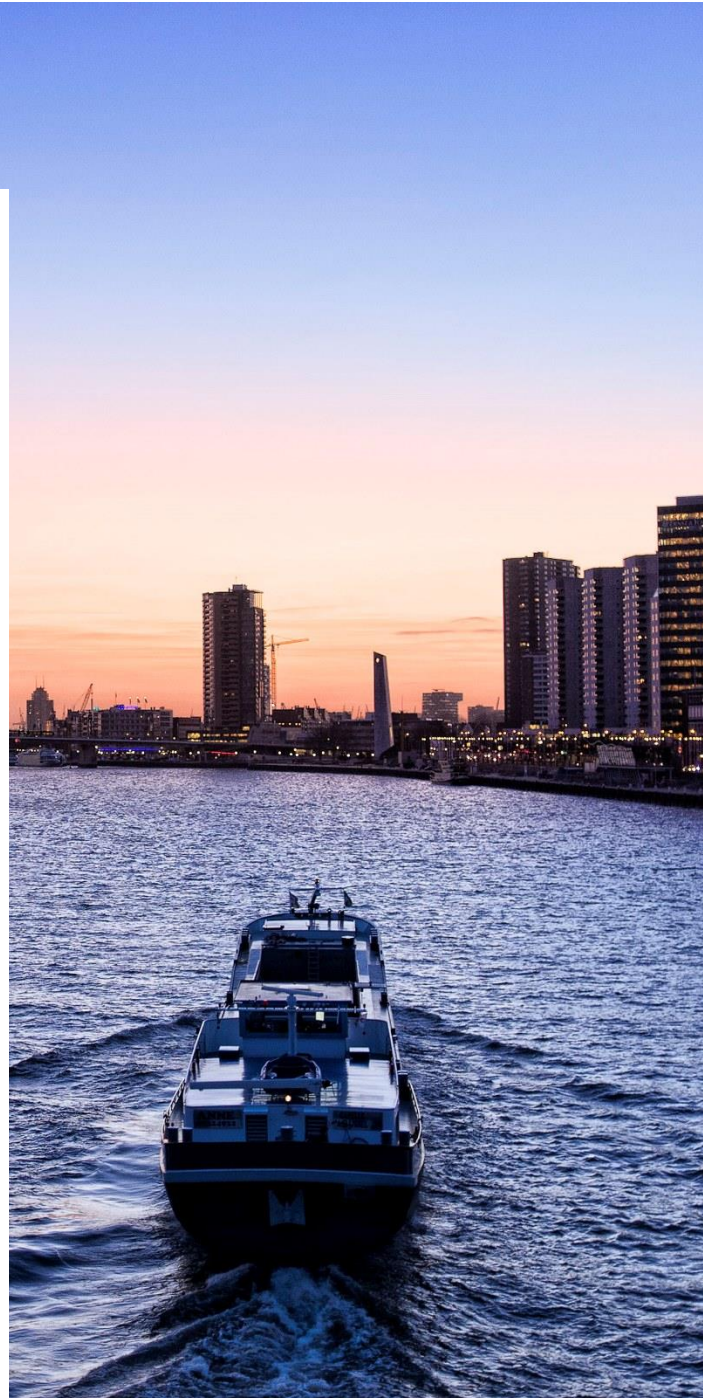
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Contents

1. Definitions

1.1

The in this document mentioned terms are defined in the RD.004 (EMCI Register list of terms and conditions).

2. Purpose

2.1

This document regulates how EMCI Register acquires legally binding signature on documents.

2.2

EMCI Register needs to formally hold the client to certain requirements. This also includes being able to report the client in case of non-conformance. Because of the remote nature of its operations contracts typically need to be signed without all parties present. EMCI Register has two procedures for acquiring legally binding signatures that are enforceable in an EU court of law.

3. Adobe sign & PANDADOC

3.1

Adobe sign and Pandadoc meet eIDAS regulations. eIDAS signatures are legally binding in all European countries and the EEA area.

3.2

EMCI Register prefers to always use Adobe sign or Pandadoc to acquire the signature of documents. It will therefore be considered the default.

4. Wet signature

4.1

If article 3 cannot be used, EMCI Register accepts scanned copies of wet signed documents.

4.2

The risk hereof is considered acceptable.